

Certified International Property Specialist (CIPS) DESIGNATION APPLICATION - U.S. REALTORS®



Name: _____

NRDS ID: _____

(NRDS ID is required for U.S. members. Please contact your local board/association if you do not know your ID number)

Please type or print legibly

TITLE: _____

COMPANY NAME: _____

COMPANY ADDRESS: _____

COMPANY CITY: _____

STATE: _____

ZIP CODE: _____

COMPANY COUNTRY: _____

COMPANY TELEPHONE: _____

COMPANY FAX: _____

CELL PHONE: _____

E-MAIL ADDRESS: _____

WEB SITE: _____

HOME ADDRESS: _____

HOME CITY: _____

STATE: _____

ZIP CODE: _____

HOME COUNTRY: _____

HOME TELEPHONE: _____

HOME FAX: _____

Year that you entered the real estate profession: _____

How did you find out about the NAR global program: _____

Cooperating Association (for non-US professionals): _____

Local Board/Association (for US professionals): _____



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NATIONAL
ASSOCIATION of
REALTORS®
Official Designation



certified international property specialist

Certified International Property Specialist (CIPS) DESIGNATION APPLICATION



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List of CIPS Requirements

REQUIREMENT #1

Education – Two required core courses for REALTORS®, Three for Association Staff

- Global Real Estate: Local Markets
- Global Real Estate: Transaction Tools
- For Association Staff only: Global Programs for Associations*

Three required elective courses:

- Asia/Pacific and International Real Estate
- The Americas and International Real Estate
- Europe and International Real Estate

You can substitute one of the required with one from below:

- NAR – At Home with Diversity Certification Course
- CRS 200 - Business Planning & Marketing for the Residential Specialist
- CRS 204 - Creating Wealth through Residential Real Estate Investments
- CCIM - Residential Real Estate Financial Analysis

NAR Staff will verify course completion and notify applicants of any discrepancies or questions.

REQUIREMENT #2: Assemble at least 100 points from any of these categories

International Transactions

Up to 3 count @25 each

- a) International Real Estate Transactions-includes selling a home in your local market to an immigrant; leasing a commercial property to a foreign investor; assisting your local clients with the purchase of a (second) home in another country; closing a transnational referral transaction, having a transaction that contains an international client, funds, property, translation, etc.

1. Closing Date:

Transaction #1 Closing Date: _____
Transaction #2 Closing Date: _____
Transaction #3 Closing Date: _____

2. Address of subject property:

Address of subject property #1: _____
Address of subject property #2: _____
Address of subject property #3: _____

3. Type of Transaction:

Type of Transaction #1: Sale Lease Consulting Other: _____
Type of Transaction #2: Sale Lease Consulting Other: _____
Type of Transaction #3: Sale Lease Consulting Other: _____



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Continued REQUIREMENT #2: Assemble at least 100 points from any of these categories

4. Type of property #1:

- Condominium Office Space Agriculture/Land Apartment Building Residential
 Commercial Property Resort/Vacation Property Other _____

Type of property #2:

- Condominium Office Space Agriculture/Land Apartment Building Residential
 Commercial Property Resort/Vacation Property Other _____

Type of property #3:

- Condominium Office Space Agriculture/Land Apartment Building Residential
 Commercial Property Resort/Vacation Property Other _____

5. Countries involved in the transaction:

What countries did Transaction #1 involve? _____

What countries did Transaction #2 involve? _____

What countries did Transaction #3 involve? _____

TOTAL INTERNATIONAL TRANSACTION POINTS: _____ / a possible 75

Other experience worth 10-25 points each

- b) Approved Instructor in a real estate education program such as CCIM, CRS, REBAC, GRI, Corporate University (25 each/50 max)
Describe: _____

TOTAL INSTRUCTOR POINTS: _____ / a possible 50

- c) College Degree – count the points ONLY for the highest degree attained. Associates Degree (2 year) = 15 points;
Undergraduate Degree (4 year) = 20 points; Advanced Degree = 25 points

Degree/year attained / name of college/university: _____

TOTAL DEGREE POINTS: _____ / a possible 25



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Continued

REQUIREMENT #2: Assemble at least 100 points from any of these categories

- d) Participation on a REALTOR® Association sponsored Trade Mission (1 max at 25 points)

Describe purpose, organizer and date of trip:

TOTAL TRADE MISSION POINTS: _____ / a possible 25

- e) Attendance at real estate, professional or economic development conventions in any country OTHER than your own including NAR Study Tours, FIABCI Congresses, MIPIM, SIMA, etc. (1 max at 25 points)

Describe meeting/destination/year:

TOTAL CONVENTION POINTS: _____ / a possible 25

- f) Worked abroad or studied abroad for more than one year (1 max at 25 points)

Describe experience/destination/year:

TOTAL ABROAD POINTS: _____ / a possible 25

- g) Author of published articles on international business or cultural issues (10 each/maximum of 20)

List articles and where published:

TOTAL PUBLISHED ARTICLE POINTS: _____ / a possible 20

- h) Author of published book on international business or cultural issues (1 max at 25 points)

List Title of Book and date published:

TOTAL PUBLISHED BOOK POINTS: _____ / a possible 25



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Continued REQUIREMENT #2: Assemble at least 100 points from any of these categories

- i) Current membership in a cultural/international organization (5 each / 10 max)

Name of Organization/City/State/Country:

TOTAL MEMBERSHIP POINTS: _____ / a possible 10 ■

- j) Attendance at NAR International education sessions and events at the NAR Conference & Expo in November
(10 each year/max 20)

List year and city:

TOTAL NAR CONVENTION & EXPO POINTS: _____ / a possible 20 ■

- k) Foreign language fluency other than your native language – meaning you are prepared to communicate with the client
in their native language (20 each / max 40)

Languages: _____ Native Language: _____

TOTAL FOREIGN LANGUAGE POINTS: _____ / a possible 40 ■

- l) Each professional certification and designation offered by an NAR Affiliate, Society or Council (ABR, ABRM, AHWD, ALC, ARM, CCIM, CPM, CRE, CRS, CRB, e-PRO, GAA, GMS, GREEN, GRI, PMN, RAA, RCE, RSPS, SFR, SIOR, SRES).

(15 each/Max 30). TRC = 5 CIPS.

Global Programs for Associations (formerly CIPS AE) = 10 points. (REALTORS® only)

List: _____

TOTAL CERTIFICATION/DESIGNATION POINTS: _____ / a possible 30 ■

- m) Member of a REALTORS® Association Global/International Committee, Council or Forum at the state, local or national level
(10 each, max 30)

List: _____

TOTAL COMMITTEE/COUNCIL/FORUM POINTS: _____ / a possible 30 ■

TOTAL CIPS CREDITS

Add lines a) through m) to get total points. Points must equal at least 100 points

_____ / a required 100 points



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Fees

1. APPLICATION FEE- All U.S. and Non-U.S.

___ US\$ \$75.00 - a one-time only application fee

2. DUES PAYMENT*

(U.S. and Non-U.S.)

Please select the Current Quarter:

Quarter 1 - January, February, March

Quarter 2 - April, May, June

Quarter 3 - July, August, September

Quarter 4 - October, November, December

CIPS Network⁺

\$220

\$165

\$110

\$25

Association Staff Members⁺⁺

\$95

\$71.25

\$47.50

\$15

+ Full dues (\$220) for the following year will be billed in Quarter 4. This applies to both Quarter 4 applicants and all CIPS Network members.

++ Full dues (\$95) for the following year will be billed in Quarter 4. This applies to both Quarter 4 applicants and all other association staff designees.

* Annual dues must be paid each year to National Association of REALTORS® and the CIPS Network in order to maintain and use the CIPS Designation and benefits.

Deadline to be recognized at the CIPS Designee Breakfast at NAR Midyear Meetings: March 31

Deadline to be recognized at the CIPS Designee Breakfast at REALTORS® Conference & Expo: September 30

Application fee: US \$ 75.00

Dues: US \$ _____

Total Amount Due: US \$ _____

Payment Method

CHECK # _____ (in US funds made payable to National Association of REALTORS®)

Credit card payments must be made online, only, through NARs Ecommerce System:

www.realtor.org/cipspaymentus

Referred by: _____

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AFFIDAVIT

I declare under penalty of perjury that the following statements are true and correct:

- All information provided by me herein is accurate as of the date indicated below.
- I will supply the National Association of REALTORS® (“NAR”) with any changes to the information provided by me herein as such changes occur or as reasonably soon thereafter as possible.
- I expressly consent to the use by NAR of any information, which is provided by me on page 1, on or in relation to any products, programs or services prepared or sponsored by NAR, including but not limited to print or electronic directories, and I agree that such use by NAR shall not constitute a violation of any privacy right established by local, state, federal or international law.
- I understand that I cannot use the CIPS Designation, initials or logo until I have completed the Designation requirements and have been notified in writing that it has been officially awarded to me. Such misuse will cause the summary termination of membership.
- I shall pay all annual CIPS Network dues and fees required to remain a candidate and/or CIPS designee in good standing. I understand that I may not use the CIPS designation if I do not pay the required annual dues.
- I am and shall remain, during my candidacy and as a CIPS designee thereafter, a member of a local REALTOR® board; alternatively, if my principal place of real estate business is not located in the United States or its territories, I am and shall remain during my candidacy and as a CIPS designee thereafter, a member of an association outside of the U.S. which is a party to a Bilateral Cooperation Agreement with NAR (“Cooperating Association”) if one exists in my country.
- I will abide by the Code of Ethics of NAR, or of the Cooperating Association of which I am a member.
- I understand that the misuse of the CIPS designation, violation of the Bylaws or Code of Ethics referenced above, or the commission of criminal or other unlawful activity, may result in the termination of my candidacy and/or status as a CIPS designee.

NAME _____

SIGNATURE _____

PHONE _____

STREET ADDRESS _____

CITY, STATE, POSTAL CODE _____

COUNTRY _____

▶ PRINT
▶ SAVE



For more information e-mail us at: CIPS@realtors.org

